

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0573***

**FLSA: Non Exempt**

**CLASSIFICATION TITLE: CODE ENFORCEMENT DATA  
COORDINATOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform technical work associated with maintaining and analyzing database information involving code enforcement, community service, and neighborhood revitalization efforts by managing and distributing information generated by inspection staff in completion of code enforcement duties.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Provides direction, training, and assistance to interns, temporary employees, or other workers; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations.

Manages, analyzes, and distributes information generated by code enforcement inspectors in relation to code enforcement, community service, and neighborhood revitalization efforts.

Builds tools such as surveys and questionnaires to gather information to analyze community needs, interests, satisfaction levels, and/or impact of various community services; designs and administers surveys and questionnaires.

Collects statistical and administrative data from surveys, questionnaires, technical studies, or other sources; interprets/analyzes data and identifies trends.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, spreadsheet, desktop publishing, flow charting, graphic presentation, email, Internet, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, toner, or ribbons.

Coordinates entry of data into computer database; trains staff to enter data and conduct status inquiries in database management system; imports, exports, and transfers data between software applications as needed.

Builds illustrative maps, graphs, and charts to support technical reports; builds flow-process charts and time-study tables; researches methods for reporting data and creating graphic presentations; builds digital photographs into presentations.

Produces various reports from data provided by code enforcement inspectors; analyzes and reports code enforcement activity; designs reports to analyze progress of individual funds.

Provides information and projects concerning the effectiveness and value of projects and programs.

Prepares documentation of departmental and operational procedures; stores departmental operations documents in computer database.

Tracks disposition of court cases and board orders.

Conducts research relating to property ownership, zoning information, or other data.

Responds to complaints and questions related to code enforcement issues; researches problems and initiates problem resolution; discusses problem areas with property owners, landlords, and contractors.

Maintains computerized tracking system; enters complaints into computer system.

Provides technical support and training to co-workers in operation of computer systems and software.

Makes recommendations for software enhancements and database design updates.

Creates, edits, and updates computer web page.

Assists with preparation of brochures and educational materials.

Prepares or completes various forms, reports, correspondence, surveys, questionnaires, statistical analyses, technical reports, charts, graphs, flow-process charts, projection analyses, research results/summaries, maps, inspector activity reports, property case histories, complaint activity reports, vehicle activity reports, pamphlets, publications, presentations, or other documents.

Receives various forms, reports, correspondence, technical studies, research reports, survey/questionnaire data, flow chart diagrams, newspapers, property tax records, property maps, photographs, maps, street guides, manuals, directories, policies, procedures, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, elected officials, court staff, property owners, funding agencies, the public, outside agencies, and

other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable codes/regulations; maintains an awareness of new technologies, methods, trends, and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

## **ADDITIONAL FUNCTIONS**

Operates a motor vehicle to conduct work activities.

Performs general/clerical tasks, which may include answering telephone calls, assisting visitors, making copies, sending/receiving faxes, filing documentation, delivering documentation for to officials for signature, or picking up supplies and materials.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Vocational/Technical degree with training emphasis in personal computer operations, database administration, and statistical analysis; supplemented by one (1) year previous experience and/or training involving personal computer operations, database administration, and statistical analysis; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Last Edited: March, 2001**